

ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

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WEBSITE: www.az.ngb.army.mil/hro

ANNOUNCEMENT NUMBER: 03-53AR

DATE: 5 AUG 2003

CLOSING DATE: 26 AUG 2003

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

ADMINISTRATIVE OFFICER, PARA 101 LINE 01, MAJ, 01A

APPOINTMENT FACTORS: OFFICER (X)

WARRANT OFFICER ()

ENLISTED ()

LOCATION OF POSITION:

CAMP NAVAJO, BELLEMONT, ARIZONA

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current Federally Recognized Commissioned Officers in the grade of MAJ/0-4 who are current members of the Arizona Army National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NATIONAL GUARD REQUIREMENTS:

1. Soldiers selected must meet medical standards prescribed by AR 40-501 chapter 2 or 4, as appropriate, and must have completed a medical examination at an active duty medical facility or MEPS station within 12 months preceding entry into the AGR program. Soldiers must meet the physical requirements of AR 600-9. Females will be tested for pregnancy within 30 days prior to initial entry on active duty.
 2. An investigation will be initiated for a security clearance. Unfavorable results will be cause for immediate separation.
 3. Soldiers selected for an AGR tour must be eligible to complete a minimum of 5 years on active military status prior to completing 18 years of active federal service AND/OR the date of mandatory removal.
 4. AGR soldiers will not be reassigned during the first 18 months of their initial tour, except in the event of mobilization of force structure changes.
 5. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
 6. The Arizona National Guard is an Equal Opportunity employer. Selection for this position will be based on merit, fitness, capability, and potential, to ensure fair treatment of all soldiers.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 01A

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:

1. Ability to formulate, organize, conduct, and evaluate training of personnel.
2. Knowledge of military structure and procedures.
3. Ability to comprehend, interpret, and follow and implement regulations, policies and procedures.
4. Knowledge of management techniques and technical management that incorporates management principles, analysis, and methods.
5. Skill in administrative tasks.
6. Skill in written and oral communications.
7. Knowledge of administrative publications and guidance.
8. Ability to input and retrieve computer data.
9. Ability to interact with others in a professional manner.

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-4, the documents listed **WILL** be submitted “AS A MINIMUM”. If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible will be returned:

- a. NGB Form 34-1 (AGR Application (1Sep 86).
- b. AZ ARNG Form 34-1 (13 Feb 98)
- c. AZNG Form 335-4-R (13 Feb 98)
- d. SF 88 & 93 (Most recent physical)
- e. Body Fat Worksheet (DA Form 5500-R) if applicable.
- f. DA Form 705 (Army Physical Fitness Test Scorecard) The most recent 4 physical Fitness tests recorded on DA Form 705.
- g. Certified copy of DA Form 2-1 from your Army 201 file.
- h. Latest “5” OER/NCOER’s.
- i. NGB Form 23 (Army National Guard Current Annual Statement)
- j. DA Form 759 if applying for an aviation position.

USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. ALL APPLICATION MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

BRIEF JOB DESCRIPTION: Provides supervision, management, leadership and coordination to the full-time support personnel. Provide day-to-day actions insuring that command decisions, plans and concepts are implemented. Provides timely evaluations and appraisals as appropriate for full-time support personnel. Acts as selecting supervisor when so designated and has approval/disapproval for cause, on selections recommended by subordinate supervisors. Receives grievance and resolves them when possible at that level. Takes necessary and formal disciplinary actions and proposes to higher authority specific, appropriate formal action as warranted. Approves/disapproves leaves/passess and recommends action in usual cases as in the granting of advance leave, LWOP, etc. Visits subordinate units on regular basis to provide guidance and assistance, to insure command programs are implemented, evaluate their effectiveness and conduct facility inspection for maintenance, repair, police and housekeeping activities. Serves as the principal representative of the National Guard in the community. Provides for support of community activities as appropriate and provided for by regulations. Acts as point of contact for news media relations. Insure that National Guard armories, facilities and property are properly utilized, provided security and cared for. Performs other duties as necessary and assigned.

SELECTING SUPERVISOR: COL LARRY TRIPHAHN

VICE: MAJ KEITH BLODGETT